Policy Name:	Safety Information Alerts Policy
Originating/Responsible Department:	Campus Safety Services
Approval Authority:	Senior Management Committee
Date of Original Policy:	December 1992
Last Updated:	May 2023
Mandatory Revision date:	May 2028
Contact:	Director, Campus Safety

Purpose:

To inform the Carleton University community concerning safety-related incidents on campus. It is the mandate of Campus Safety Services (CSS) to keep its community members informed concerning safety-related and unresolved incidents on campus.

Scope:

This policy applies to all university departments and units on campus.

If a situation **appropriately** qualifies as a significant emergency or dangerous situation involving an immediate safety threat to the Carleton University community, and there is need for members of the community to take action then Campus Safety Services will mass-broadcast a community notification alert via the Emergency Notification System, managed by the Office of Risk Management (ORM).

Responsibilities:

In general, safety alerts may be distributed campus-wide, or to a defined group, with the intention of informing members of the university community about potential danger(s), to solicit the assistance of witnesses who may have information regarding the incident, and to increase transparency about safety issues on campus. The decision as to when to use safety alerts will be assessed based on factors, **that include but are not limited to**, the nature of the safety concern/situation, the privacy and safety of those involved, the availability of other investigative options, the integrity of an relevant investigation and **applicable law**.

When there is no identified community safety concern but Campus Safety Services requires assistance from the community in identifying persons or vehicles involved in an incident or crime, it may release a Person of Interest (POI), Vehicle of Interest (VOI), or Be On the Lookout (BOLO) notice. In addition, CSS may utilize Crime Stoppers when a photo/video of an unidentified suspect is available, to Share information about the incident to a broader audience.

Definitions: Person of Interest (POI) - evidence exists or suggests that this person may have been involved in an incident that has not been identified.

Vehicle of Interest (VOI) - evidence exists or suggests that this vehicle may have been used during an incident but only a partial plate or identifying features are available.

Be On the Lookout (BOLO) - this person is known and it is believed that they may have been involved in a recent incident, or are being sought by an external agency.

A Crime Stoppers Alert is utilized to publicize an outstanding criminal case where a photo/sketch/video of the suspect(s) is available. CSS is a partner with National Capital Area Crime Stoppers and allows police agencies to have any outstanding criminal case publicized through media partnerships and social media.

Procedures:

Incidents involving serious crimes against people that occur on campus and where it is determined that the incident may pose an ongoing safety threat to members of the university community will be reported by distribution of electronic safety alerts. These electronic safety alerts may be developed in consultation with other campus partners, when/as required, by the Director of Campus Safety Services or her/his designate and distributed in the following manner:

- Message sent to all faculty, staff and students via email;
- Message posted/pushed to the Carleton Mobile App;
- Message posted through appropriate Carleton University/Campus Safety Services' social media channels; and
- Message posted to appropriate Carleton University websites.

The following **is a non-exhaustive list of examples** of safety-related and unresolved incidents which may, when appropriate, be reported to the university community by distribution of safety alerts:

- Arson;
- Homicide;
- Physical assault between strangers, and any other situation deemed to be concerning or dangerous;
- Robbery;
- Sexual assaults (aggravated assault and sexual offences) defined as any unwanted sexual activity, including sexual attacks, and sexual touching imposed by one person upon another; and
- CSS may also be called upon by Facilities Management and Planning, and the Office of Risk Management to assist in publicizing incidents such as damaged or failed infrastructure, or severe weather advisories.

When appropriate for activation, safety information alerts will be distributed as soon as possible following the incident. The CSS tagline will appear at the end of any safety information alert to reinforce the department's mandate to the university community.

Distribution of safety information alerts enhances CSS's ability to keep members of the Carleton University community informed and to encourage them to become actively involved in promoting safety programs and services at the university.

Contact(s):

Director, Campus Safety Services

Links to Related Policies:

Access to Information and Privacy
Emergency Notification System
Posting Policy